

ROYAL CANADIAN MOUNTED POLICE

TOP
SECRET

"C" Division

Montreal, Quebec.

"SPECIAL EMERGENCY ORDER" (I.S.R.)

MEMBER I/C MUSTER & DESPATCH,
RCMP - "C" DIVISION
MONTREAL POST

1. Immediately upon receiving these instructions, steps shall be taken to ensure maximum security and all members concerned must be cautioned in this respect.

2. PREPARATORY - The following procedure is to be adopted:-

- (a) A general call to be issued to all personnel, both male and female, recalling them to duty at Division Headquarters, at or before "X-2 Hours", depending upon period of grace after warning message received. All passes to be cancelled. All members on leave within recallable distance to be brought into barracks without being told reason, but warned to maintain secrecy.
- (b) Have all personnel on arrival at barracks report to a Jr. N.C.O. for preparation of a roll by name, rank and seniority. Civilian members and female clerical staff to be similarly listed. All personnel to be distributed throughout building on "Stand by".
- (c) Establish contact with the Montreal City Police after liaison is established by Commanding Officer with the Director who will name the Officer in his Force with whom will rest responsibility for cooperation. Confirm the request made by the Commanding Officer and caution as to secrecy in general.
- (d) Communicate with the Verdun City Police and St. Anne de Bellevue City Police Chiefs and confirm the request previously made by the Commanding Officer and caution them as to secrecy.

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MEMBER I/C MUSTER & DESPATCH

3. (a) You will appoint a Member i/c Transport and furnish him with the instructions hereto attached in a sealed envelope. This member will furnish you with necessary transport for carrying out the operation and if necessary will secure buses, taxis, trucks, and privately owned cars for this purpose.

3. (b) From the available female civilian employees, you will select 26 senior females who will act as matrons and assist the teams effecting detention of female suspects.

4. Member i/c Records will supply mimeographed copies of "General Instructions" which will be handed to key men prior to commencement of operation. Teams shall be arranged on the basis of two regular members.

5. OPERATION PROCEDURE

You will appoint 6 Sr. N.C.O.s to act as "Zone Supervisors". These members will be handed sealed instructions attached hereto. Each will take charge of detentions and searches in a particular zone of the City and vicinity. They will be shown their respective zones on a map in the S. & I. Branch to familiarize themselves with the area in question. After reading the individual instructions, each will be allotted from the pool the necessary man-power, matrons and transports as indicated in this plan. Zone Supervisors will then be in a position to render assistance to their groups after the general briefing by the Officer i/c Priorities in accordance with "General Instructions".

6. Member i/c Priorities will supply each Zone Supervisor with Documentation including Pages 1 and 2 of Form C-215 and Search Warrants for the detention of persons and searches within his Zone. Teams will be arranged by each Zone Supervisor from man-power supplied by the Member i/c Muster & Despatch at Headquarters. The leader of each team will be furnished with one detention or search file to commence operations. Upon apprehension and search or non-results, the team will proceed to the temporary detention centre in their respective Zone where Zone Supervisor will direct that they assist him or return to Division Headquarters.

7. The Zone Supervisor will be responsible for the detention of persons apprehended within his zone until authorized by the Member i/c Operations to transfer them. The Zone Supervisor will maintain temporary custody of exhibits seized at the Temporary Reception Centre until called for by a truck despatched by the Member i/c Exhibits for this purpose. The Member i/c Records shall furnish each Zone Supervisor with a quantity of "Exhibit Record", "Description", and "Detention and Admission" forms. These

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forms, which are self-explanatory, will be used by teams to facilitate detention processing and record exhibits. The Zone Supervisor will be responsible for filling out such detention and apprehension forms under the heading of "Temporary Reception Centre". The Detention and Exhibit Forms shall be made out in four copies, each team retaining copy of every detention and/or search made and each Zone Supervisor retaining one copy after eventual transfer of detainees to Reception Centre and exhibits to Divisional Headquarters. Two copies will accompany the detainees to the Reception Centre for further processing. It is mandatory that the original be clearly legible as it will accompany the detained person or exhibit, as the case may be, throughout processing procedures. Copies to be made with carbon paper.

8. Zone Supervisors will be appointed for the following regions:-

1.	<u>Montreal Van Horne Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 68
	Dist. Station #15, M.P.D.	Matrons 7
	5387 Gatineau St., Montreal	Cars 34
		1 Radio Car
2.	<u>Montreal North East Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 34
	Dist. Station #3, M.P.D.	Matrons 5
	5365 - 1st Ave., Montreal	Cars 17
		1 Radio Car
3.	<u>Montreal M.D.G. Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 18
	1684 St. Luc St., Montreal	Matrons 2
	Dist. Station #10, M.P.D.	Cars 9
		1 Radio Car
4.	<u>Montreal South East Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 30
	Montreal Police HQ.	Matrons 4
	750 Bensecours St., Mtl.	Cars 15
		1 Radio Car
5.	<u>Verdun & Laohine Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 30
	Verdun Police Headquarters	Matrons 5
	4400 LaSalle Blvd., Verdun	Cars 15
		1 Radio Car
6.	<u>Montreal North Shore Zone</u>	<u>ALLOCATION</u>
	TEMP. RECEPTION CENTRE	Men 4
	Ste Anne de Bellevue	Matrons 0
	Police Station	Cars 2
		1 Radio Car

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The minimum number of men, matrons and cars required for each zone is shown in the margin. Zone Supervisors will be handed detention and search documents at barracks and they in turn will distribute them to the team leaders.

9. You will form, if needed, necessary teams for detention in the South Shore and Sorel area. Instructions to these teams will be given directly by the Member i/c Priorities. Upon fulfillment of the apprehension or search, the teams will bring the detainee to Headquarters together with exhibits. The detainee will be held at this Headquarters until re-allocation to a temporary reception centre, the exhibits being retained at this point. Such teams will then serve as a reserve to assist as required. The Member i/c Exhibits will be furnished with three members who will act as Exhibit Truck Guard.

10. A reserve of 96 Regular Members with 3 Sr. female Civilian employees who will act as matrons will be held at barracks to furnish man-power for special assignments as they may occur.

11. Wherever apprehension orders indicate a female detainee, the detaining team will include one member of our female staff who will act as matron.

12. The following personnel will be used at this Headquarters to assist the under-noted key members.

COMMANDING OFFICER

1 Secretary
1 Runner (female clerk)

Operations

1 Stenographer
1 Runner (female clerk)

Muster & Despatch

1 N.C.O. (Sr.)
4 Jr. N.C.O.s
4 Female Clerks

Exhibits

1 N.C.O. (truck)
3 Constables (assistants)
2 Clerks (female)

Records

1 N.C.O. (Sr.)
2 Clerks (female)
2 Stenographers
(Temp.) 1 Clerk (female)

Communications

1 Sr. N.C.O.
2 Jr. N.C.O.s
2 Radio Operators
4 Switchboard Operators
2 Message Clerks (female)
2 Technicians
1 Female Clerk

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MEMBER I/C MUSTER & DESPATCHPriorities

1 N.C.O.
1 Stenographer
1 Clerk (female)

Transport

(1) Sr. N.C.O.
4 Garage Assistants
2 Car Guards (Civilian)

Zones

1 Sr. N.C.O.
1 Clerk (female)

Reception Centre

As required.

13. You will furnish the Member i/c Reception Centre with such assistance as he may require. Personnel returning to Headquarters after apprehension and search completed will be used in this instance.

14. Catering will operate on a continuous basis in the Division Mess during the entire operation so that all personnel be supplied with meals or light refreshment.

Commanding Officer "C" Division